

**MEMORANDUM**

**TO: PROVOST, VICE PRESIDENTS  
DEANS AND DIRECTORS**

**FROM: BRIAN L. PITCHER**

**SUBJECT: FY2005 MID-YEAR SALARY PROCESS**

**DATE: November 2, 2004**

Earlier this year, in an effort to balance the FY2005 operating budget, we delayed the implementation of the 2% merit increases that were recommended by the Governor and approved by the Legislature. Consistent with the financial plan, it is now time to award the increases to become effective mid-year. Permanent and temporary employees, regardless of fund source, are to be considered in this process.

**Timelines:**

The mid-year merit raises are effective December 5 in order to be received in the December 31 pay check. This necessitates a short turn-around time in the process and close adherence to the timelines noted below:

<b>Distribute 2% Merit Increase Guidelines</b>	<b>November 2</b>
<b>Salary recommendations completed</b>	<b>November 17</b>
<b>Salary changes effective</b>	<b>December 5</b>
<b>Salary increases reflected in pay checks</b>	<b>December 31</b>

Permanent, non-merit salary increases and raises necessitated by additional responsibilities, may be awarded for employees consistent with policy and based on the availability of funds. All such salary increases and the related fringe benefit costs must be funded from existing college/unit funds and must have individual justifications. Final approval of increases will be made by the Provost or the responsible Vice President.

Previously approved temporary increases for on-going, permanent employees (00 suffix) will need to be re-entered by departments prior to the EPAF deadline of December 13 to be included with the mid-year, December 31 paycheck. You do not need to have these temporary increases approved again. Merit increases for temporary employees (01 suffix) will also need to be entered by the December 13 deadline.

Since most permanent employees will be affected by the mid-year merit raise, salary letters will be issued for continuing employees and will reflect annualized salary levels. Please contact Patty Houle (5-6368) in the Provost's Office or Bev Rhoades (5-6977) in the Budget Office if you have any questions.